

DD/A Registry

85-0431

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Annual Records Inventory for FY-84

FR

Director of Information Services  
1206 Ames

EXTENSION

NO.

OIS 85-059

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EO/DDA

12 FEB 1985

2.

3.

ADDA

12 FEB 1985

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DDA

15 FEB 1985

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Thought you might be interested in seeing the results of the FY-84 Annual Records Inventory prepared by the Information Resources Management Division. Although this report is no longer required by the National Archives and Records Service, the Agency will continue to conduct an annual inventory in an effort to monitor our records holdings.

Very good report!  
informed OIS  
9/15/85

FILE 70-41

FORM 1-79

610

USE PREVIOUS EDITIONS

55-0131

29 January 1985

MEMORANDUM FOR: Director of Information Services

FROM: Chief, Information Resources Management Division

SUBJECT: Annual Records Inventory for FY-84

1. The records inventory reports submitted by the four Directorates and the DCI Area show that the Agency, as a whole, reduced its records holdings in office space by 10,700 cu. ft. in FY-84. During this same period, records stored in the Agency Archives and Records Center (AARC) increased by 4,807 cu. ft., for a net decrease of 5,893 cu. ft. in Agency records holdings. The pie charts attached at Tab A illustrate the percentage of records holdings each Directorate and the DCI Area had in the office area and at AARC for FY-84 and FY-83. The graph under Tab B shows trends in Agency records held in the office area and at AARC for the past five years. The graph under Tab C shows trends in volume of records holdings held in office areas by the Agency, Directorates, and DCI Area for FY-77 through FY-84.

2. An analysis of the overall data submitted shows two categories of paper records where major reductions occurred: (1) odd-size material-minus 6,122 cu. ft. and (2) reference material-minus 10,510 cu. ft. Conversely, two types of files had substantial increases: (1) office files-plus 4,701 cu. ft. and (2) card size-plus 2,646 cu. ft. In the category of magnetic records; computer tapes decreased by 4,367 tapes, while audio tapes, video tapes, and disc packs increased by 7,447 tapes, 4,409 tapes and 360 disc packs, respectively. Two types of microform records also showed reductions; a minus 2,036 reels of 16mm film and a minus 693 linear feet of microfiche.

3. While there were differences in every category of record, some minute and others rather substantial, it is difficult to draw any conclusions from these figures. These changes could have resulted from a variety of reasons-the method used to measure, the conscientiousness or experience of the individual conducting the inventory, and the possibility that some material was inadvertently not measured either this year or last year. In an effort to standardize the way records are measured and to help avoid overlooking a collection of records, IRMD/IMB is looking at ways to improve the inventory form by highlighting changes in individual types of holdings.

4. For a more in-depth look at the FY-84 records inventory, we have attached at **Tab-D** the individual Annual Reports of Records Holdings (Form 3581), and at **Tab-E** the spread sheets keyed to Form 3581 showing cubic footage held plus statistics for magnetic and microform records.

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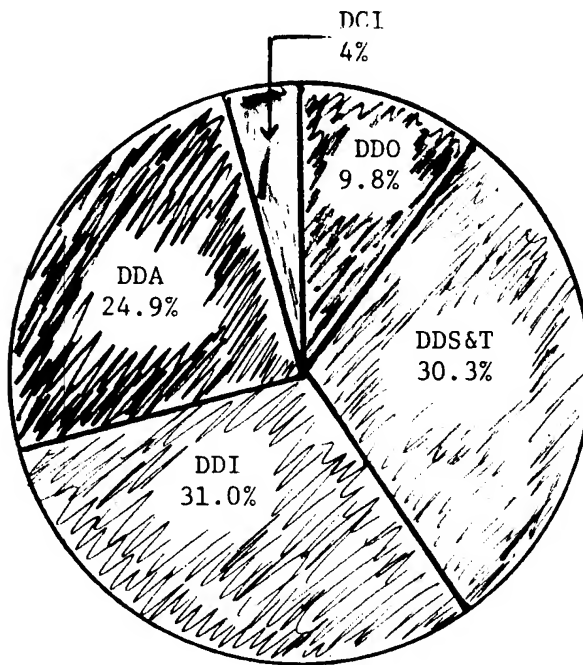


Attachments:  
As stated

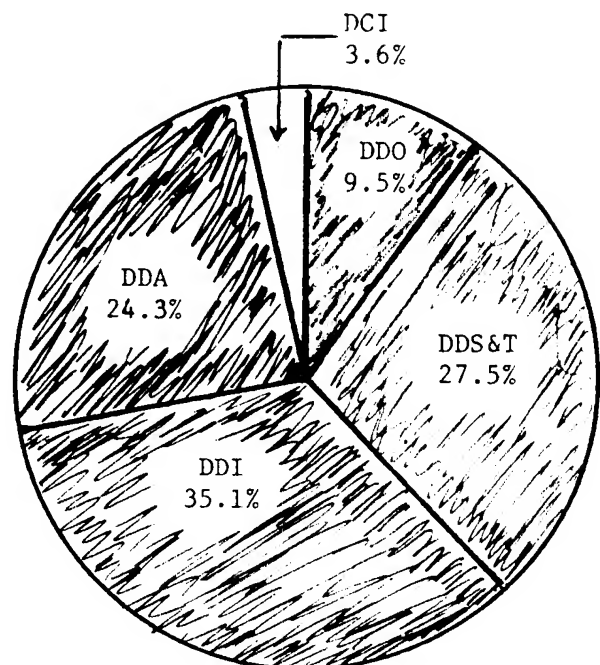
A

DISTRIBUTION OF AGENCY RECORDS HOLDINGS  
BY DIRECTORATES and DCI Area  
For FY-83 and FY-84

Held in Office Areas

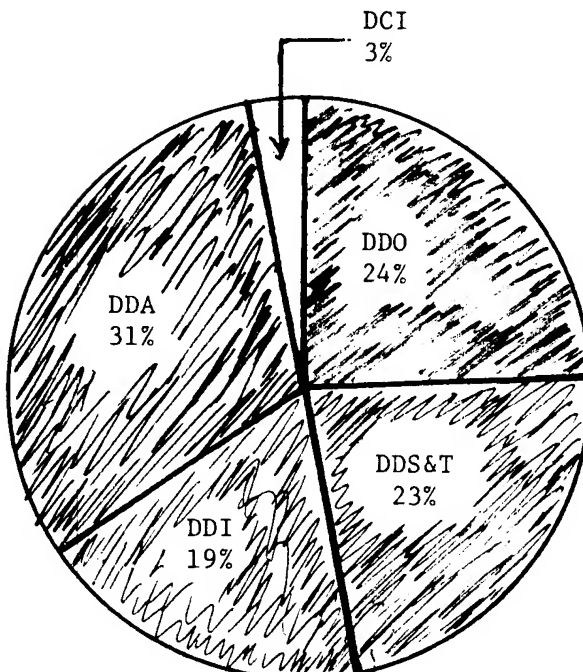


FY-84

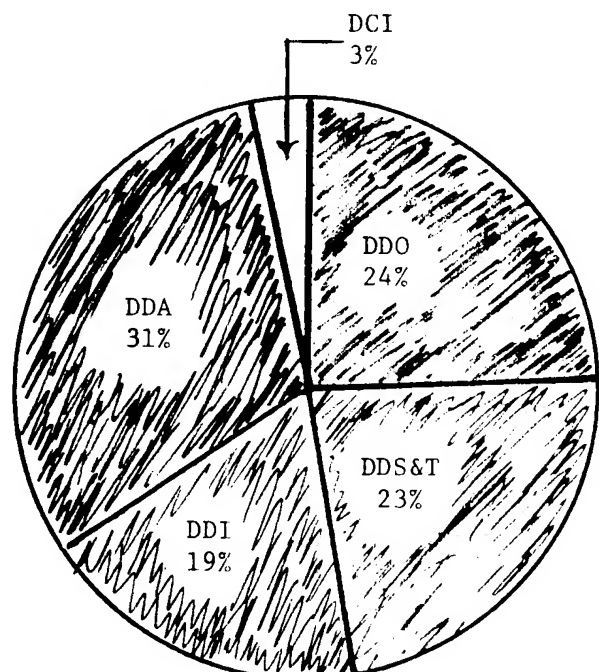


FY-83

Held in Agency Records Center

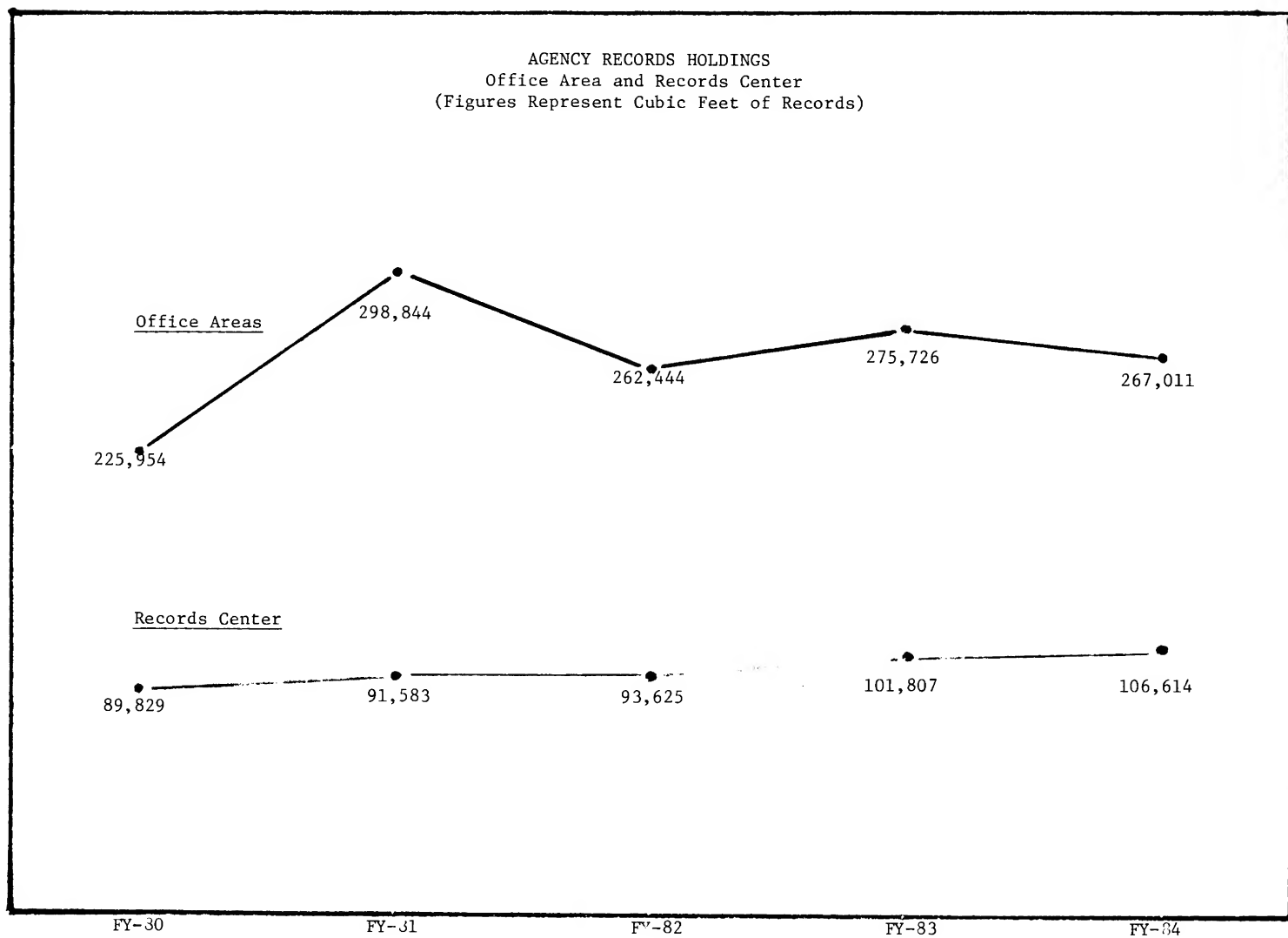


FY-84



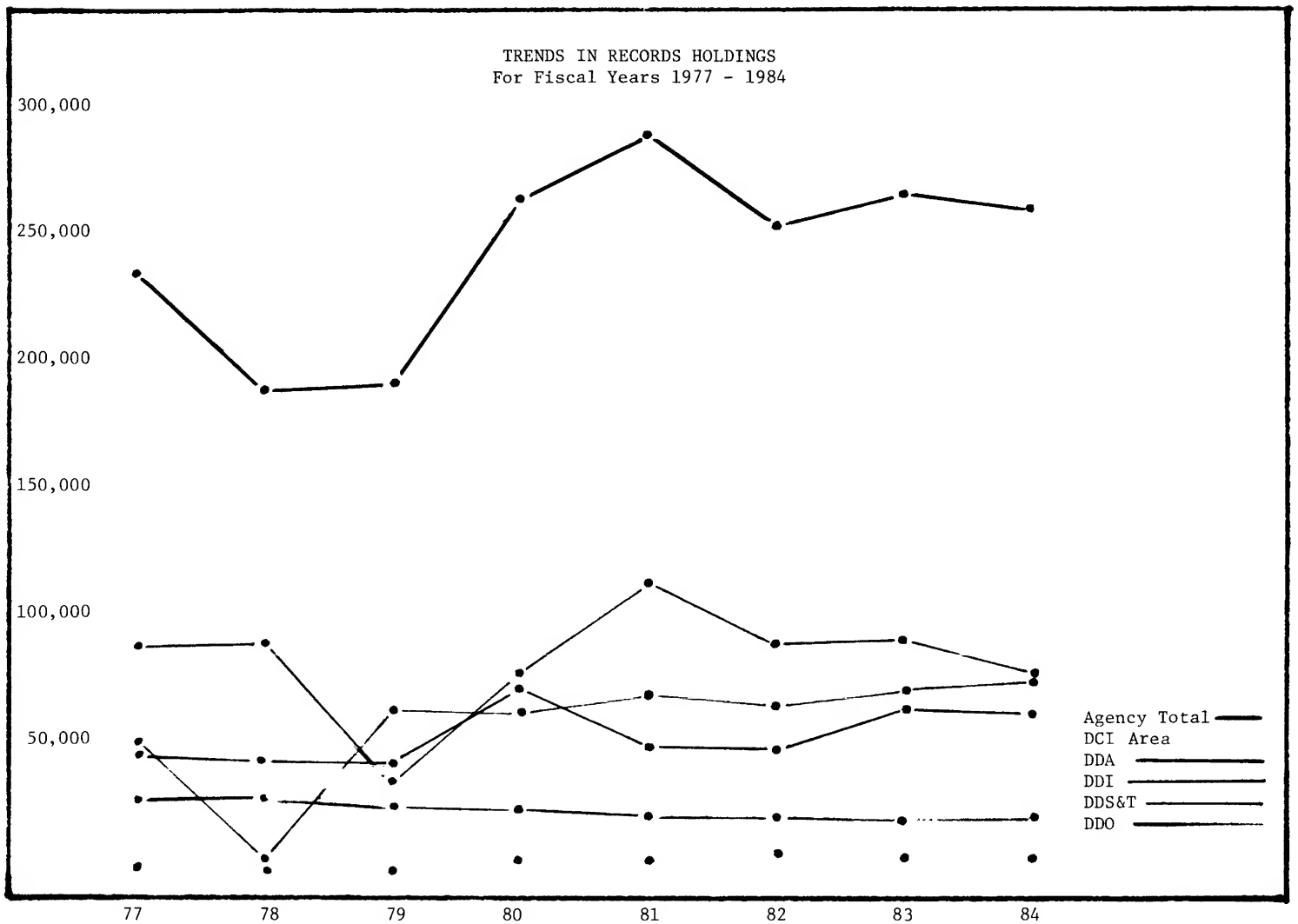
FY-83

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ANNUAL REPORT OF RECORDS HOLDINGS				NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.	
TO:			FROM: (Directorate and Office)		
			Central Intelligence Agency		
1. OFFICE FILES: Correspondence, Cases, Etc.			LINEAR FEET	CUBIC FEET	
			129,431	129,431	
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.				8,362	
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.			26,400	26,400	
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.			80,587	80,587	
5. MAGNETIC RECORDS	Computer Tapes		NUMBER 101,090	14,442	
	Audio Tapes		37,877	1,897	
	Video Tapes		16,028	2,287	
	Disc Packs		1,663	828	
	Word Processing Magnetic Tapes		4,988	72	
	Word Processing Magnetic Cards		57 ÷ 6 =	8	
	Magnetic Diskettes 5 1/4"		366 ÷ 5 =	74	
	Magnetic Diskettes 8"		1,575 ÷ 2 =	774	
	Paper Tapes (on reels)		165	2	
6. MICROFORM RECORDS	Reels	NUMBER (16mm)	NUMBER (35mm)	425	
		35,655	14,976	279	
	Aperture Cards		2,695 ÷ 6 =	450	
	Microfiche		4,329 ÷ 6 =	724	
7. TOTAL VOLUME ON HAND (1 through 6)					267,011
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR					277,711
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE					INCREASE DECREASE - 10,700
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR					

ANNUAL REPORT OF RECORDS HOLDINGS				NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.	
TO:			FROM:		
IRMD/OIS/DDA			DCI/RMO		
1. OFFICE FILES: Correspondence, Cases, Etc.			LINEAR FEET		CUBIC FEET
					5,058
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.					223
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.					319
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.					4,821
5. MAGNETIC RECORDS	Computer Tapes		NUMBER 48	$\div 7 =$	6
	Audio Tapes		428	$\div 20 =$	22
	Video Tapes		116	$\div 7 =$	16
	Disc Packs		26	$\div 2 =$	13
	Word Processing Magnetic Tapes		72	$\div 72 =$	1
	Word Processing Magnetic Cards			15 $\div 6 =$	3
	Magnetic Diskettes 5 1/4"			130 $\div 5 =$	26
	Magnetic Diskettes 8"			365 $\div 2 =$	183
	Paper Tapes (on reels)		100	$\div 72 =$	1
6. MICROFORM RECORDS	Reels	NUMBER (16mm) 742	NUMBER (35mm)	16mm $\div 84 =$	9
				35mm $\div 54 =$	
	Aperture Cards			$\div 6 =$	
	Microfiche			89 $\div 6 =$	15
7. TOTAL VOLUME ON HAND (1 through 6)					10,716
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR					10,105
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE					INCREASE DECREASE + 611
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR					

ANNUAL REPORT OF RECORDS HOLDINGS				NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.	
TO: IRMD/OIS/DDA			FROM: DDA/RMO (Directorate and Office)		
1. OFFICE FILES: Correspondence, Cases, Etc.			LINEAR FEET		CUBIC FEET 35,353
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.					684
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.					1,681
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.					16,365
5. MAGNETIC RECORDS	Computer Tapes		NUMBER 61,406	$\div 7 =$	8,772
	Audio Tapes		34,058	$\div 20 =$	1,704
	Video Tapes		6,933	$\div 7 =$	990
	Disc Packs		902	$\div 2 =$	451
	Word Processing Magnetic Tapes		4,608	$\div 72 =$	64
	Word Processing Magnetic Cards			$8 \div 6 =$	1
	Magnetic Diskettes 5 1/4"			$100 \div 5 =$	20
	Magnetic Diskettes 8"			$504 \div 2 =$	218
	Paper Tapes (on reels)			$\div 72 =$	
6. MICROFORM RECORDS	Reels	NUMBER (16mm) 7,520	NUMBER (35mm) 1,984	$16mm \div 84 =$	89
				$35mm \div 54 =$	37
	Aperture Cards			$43 \div 6 =$	7
	Microfiche			$545 \div 6 =$	91
7. TOTAL VOLUME ON HAND (1 through 6)					66,516
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR					67,432
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE					INCREASE DECREASE - 916
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR					

ANNUAL REPORT OF RECORDS HOLDINGS				NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.		
TO: IRMD/OIS/DDA			FROM: (Directorate and Office): DDI/RMO			
1. OFFICE FILES: Correspondence, Cases, Etc.			LINEAR FEET		CUBIC FEET	
					28,748	
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.					3,605	
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.					18,191	
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.					29,421	
5. MAGNETIC RECORDS	Computer Tapes	NUMBER 7,914	// // // // // // // // // // ÷ 7 =		1,131	
	Audio Tapes	522	// // // // // // // // // // ÷ 20 =		27	
	Video Tapes	4,049	// // // // // // // // // // ÷ 7 =		578	
	Disc Packs	83	// // // // // // // // // // ÷ 2 =		43	
	Word Processing Magnetic Tapes	50	// // // // // // // // // // ÷ 72 =		1	
	Word Processing Magnetic Cards	// // // // // // // // // //	÷ 6 =			
	Magnetic Diskettes 5 1/4"	// // // // // // // // //	68 ÷ 5 =		14	
	Magnetic Diskettes 8"	// // // // // // // // //	330 ÷ 2 =		165	
	Paper Tapes (on reels)		// // // // // // // // // // ÷ 72 =			
6. MICROFORM RECORDS	Reels	NUMBER (16mm) 9,086	NUMBER (35mm) 8,141	16mm ÷ 84 =		109
				35mm ÷ 54 =		151
	Aperture Cards		// // // // // // // // //	2,142 ÷ 6 =		358
	Microfiche		// // // // // // // // //	1,628 ÷ 6 =		272
7. TOTAL VOLUME ON HAND (1 through 6)					82,814	
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR					97,568	
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE					INCREASE DECREASE -14,754	
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR						

ANNUAL REPORT OF RECORDS HOLDINGS				NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.	
TO: IRMD/OIS/IRMD			FROM: (Directorate and Office) DDS&T/RMO		
1. OFFICE FILES: Correspondence, Cases, Etc.			LINEAR FEET		CUBIC FEET 35,432
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.					3,535
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.					6,040
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.					29,980
5. MAGNETIC RECORDS	Computer Tapes		NUMBER 31,207	/// ÷ 7 = ///	4,459
	Audio Tapes		859	/// ÷ 20 = ///	43
	Video Tapes		3,998	/// ÷ 7 = ///	570
	Disc Packs		436	/// ÷ 2 = ///	213
	Word Processing Magnetic Tapes			/// ÷ 72 = ///	2
	Word Processing Magnetic Cards		///	22 ÷ 6 =	2
	Magnetic Diskettes 5 1/4"		///	46 ÷ 5 =	10
	Magnetic Diskettes 8"		///	352 ÷ 2 =	176
	Paper Tapes (on reels)		65	/// ÷ 72 = ///	1
6. MICROFORM RECORDS	Reels	NUMBER (16mm) 9,037	NUMBER (35mm) 3,296	16mm ÷ 84 =	108
				35mm ÷ 54 =	62
	Aperture Cards		///	510 ÷ 6 =	85
	Microfiche		///	1,148 ÷ 6 =	193
7. TOTAL VOLUME ON HAND (1 through 6)					80,912
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR					76,280
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE					INCREASE DECREASE + 4,632
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR					

ANNUAL REPORT OF RECORDS HOLDINGS				NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.	
TO: IRMD/OIS/DDA			FROM: (Directorate and Office) DDO/RMO		
1. OFFICE FILES: Correspondence, Cases, Etc.			LINEAR FEET		CUBIC FEET 24,840
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.					315
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.					169
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.					
5. MAGNETIC RECORDS	Computer Tapes		NUMBER 515	$515 \div 7 =$	74
	Audio Tapes		2,010	$2,010 \div 20 =$	101
	Video Tapes		932	$932 \div 7 =$	133
	Disc Pocks		216	$216 \div 2 =$	108
	Word Processing Magnetic Tapes		258	$258 \div 72 =$	4
	Word Processing Magnetic Cards			$12 \div 6 =$	2
	Magnetic Diskettes 5 1/4"			$22 \div 5 =$	4
	Magnetic Diskettes 8"			$24 \div 2 =$	12
	Paper Tapes (on reels)			$\div 72 =$	
6. MICROFORM RECORDS	Reels	NUMBER (16mm) 9,270	NUMBER (35mm) 1,555	$16mm \div 84 =$	110
				$35mm \div 54 =$	29
	Aperture Cards			$\div 6 =$	
	Microfiche			$919 \div 6 =$	153
7. TOTAL VOLUME ON HAND (1 through 6)					26,053
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR					26,326
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE					INCREASE DECREASE - 272
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR					





CIA  
ANNUAL REPORT OF RECORDS HOLDINGS  
For 1984  
(Figures Represent Cubic Feet of Records)

	1.	2.	3.	4.	5.										6.			7.	8.	9.
1984 Total	Office Files	Card-Size	Add-Size	Ref-Mater	Compt-Tapes	Audio-Tapes	Video-Tapes	Disc-Packs	WPMag-Tapes	WPMag-Cards	5*Mag-Disks	8*Mag-Disks	Paper-Tapes	16mm-Reels	35mm-Reels	Apert-Cards	Micro-fiche	1984 Total	1983 Total	Difference
1984	5,058	223	319	4,821	6	22	16	13	1	3	26	183	1	9			15	10,716	10,105	+611
1983	35,353	684	1,681	16,365	8,772	1,704	990	451	64	1	20	218		89	37	7	91	66,516	67,432	-916
1982	28,748	3,605	18,191	29,421	1,131	27	578	43	1		14	165		109	151	358	272	82,814	97,568	-14,754
1981	35,432	3,535	6,040	29,980	4,459	43	570	213	2	2	10	176	1	108	62	85	193	80,912	76,280	+4,632
1980	24,840	315	169		74	101	133	108	4	2	4	12		110	29		153	26,053	26,326	-273
1984 Total	129,431	8,362	26,400	80,587	14,442	1,897	2,287	828	72	8	74	774	2	425	279	450	724	267,011	277,711	-10,700
1983 Total	124,730	5,716	32,522	91,097	15,073	1,521	1,660	653	66	25	148	508		449	276	437	837	277,711		
Difference	+4,701	+2,646	-6,122	-10,510	-631	+376	+627	+175	+6	-15	-74	+266	+2	-24	+3	+13	-113	-10,700		

CIA  
ANNUAL REPORT OF RECORDS HOLDINGS  
Statistics for Magnetic and Microform Records  
For 1984

	5.										6.				
OPI OFFICE	Compt	Audio	Video	Disc	WPMag	WPMag	5*Mag	8*Mag	Paper	16mm	35mm	Apert	Micro		
	Tapes	Tapes	Tapes	Packs	Tapes	Cards	Disks	Disks	Tapes	Reels	Reels	Cards	fiche		
	(	Number	)	(	Linear Feet	)	(	Number	)	(	Linear Feet	)	(	Linear Feet	)
DCI	48	428	116	26	72	15	130	365	100	742				89	
DDA	61,406	34,058	6,933	902	4,608	8	100	504		7,520	1,984	43		545	
DDI	7,914	522	4,049	83	50		68	330		9,086	8,141	2,142		1,628	
DDS&T	31,207	859	3,998	436		22	46	352	65	9,037	3,296	510		1,148	
DDO	515	2,010	932	216	258	12	22	24		9,270	1,555			919	
1984 TOTAL	101,090	37,877	16,028	1,663	4,988	57	366	1,575	165	35,655	14,976	2,695		4,329	
1983 TOTAL	105,457	30,430	11,619	1,303	4,717	152	735	1,015	0	37,691	14,942	2,623		5,022	
Difference	-4,367	+7,447	+4,409	+360	+271	-95	-369	+560	+165	-2,036	+34	+72		-693	

DCI  
ANNUAL REPORT OF RECORDS HOLDINGS  
For 1984  
(Figures Represent Cubic Feet of Records)

	1.	2.	3.	4.	5.										6.				7.	8.	9.
DCI OFFICE	Office Files	Card-Size	Odd-Size	Ref Mater	Compt Tapes	Audio Tapes	Video Tapes	Disc Packs	WPMag Tapes	WPMag Cards	5*Mag Disks	8*Mag Disks	Paper Tapes	16mm Reels	35mm Reels	Apert Cards	Micro fiche	1984 Total	1983 Total	Difference 83/84	
10 DCI/EMO	413	14	65	43									8	7				3	553	534	+19
NIC	681			271								2							954	940	+1476
76 DAO	381	3	227	108		19	2												740		
37 AS	193			50															243	217	+26
36 OGC	621	58		3,350					1	2	2							5	4,039	3,888	+151
07 OIG	159	4		49										10					222	240	-19
08 OLL	368	9		151															528	455	+73
09 COMINT	255	39												2					296	327	-31
04 ICR	1,778	47	16	741	5		13			1	2	14						2	2,619	2,297	+322
03 HISTORY	153	48		22		2		1				1							227	211	+16
91 NTBW	56	1	11	36	1	1	1	12			20	150	1					5	295		
1984 TOTAL	5,058	223	319	4,821	6	22	16	13	1	3	26	183	1	9				15	10,716	10,105	+611
1983 TOTAL	4,845	259	309	4,538		21	1	4		2	4	102		9				11	10,105		
Difference	213	-36	+10	+283	+6	+1	+15	+9	+1	+1	+22	+81	+1	0				+4	+611		

DCI  
ANNUAL REPORT OF RECORDS HOLDINGS  
Statistics for Magnetic and Microform Records  
For 1984

<u>OPI OFFICE</u>	<u>5.</u>									<u>6.</u>			
	<u>Compt</u>	<u>Audio</u>	<u>Video</u>	<u>Disc</u>	<u>WPMag</u>	<u>WPMag</u>	<u>5"Mag</u>	<u>8"Mag</u>	<u>Paper</u>	<u>16mm</u>	<u>35mm</u>	<u>Apert</u>	<u>Micro</u>
	<u>Tapes</u>	<u>Tapes</u>	<u>Tapes</u>	<u>Packs</u>	<u>Tapes</u>	<u>Cards</u>	<u>Disks</u>	<u>Disks</u>	<u>Tapes</u>	<u>Reels</u>	<u>Reels</u>	<u>Cards</u>	<u>fiche</u>
	(Number)				(Linear Feet)				(Number)				(Linear Feet)
10 DCI/RMO									16	588			18
NIC							11						
76 PAO		380	14										
37 AS													
36 OGC					72	9	8						27
07 OIG									19				
08 OLL													
09 COMPT										154			
04 ICS	38		92			6	11	29					12
03 HISTORY		38		2				1					
91 NIESO	<u>10</u>	<u>10</u>	<u>10</u>	<u>24</u>	—	—	<u>100</u>	<u>300</u>	<u>100</u>	—	—	—	<u>32</u>
1984 TOTAL	48	428	116	26	72	15	130	365	100	742			89
1983 TOTAL	—	<u>426</u>	<u>9</u>	<u>7</u>	—	<u>11</u>	<u>19</u>	<u>205</u>	—	<u>741</u>	—	—	<u>64</u>
Difference	+48	+2	+107	+19	+72	+4	+111	+160	+100	+1	—	—	+25

DDA  
ANNUAL REPORT OF RECORDS HOLDINGS  
For 1984  
(Figures Represent Cubic Feet of Records)

OFFICE	1.	2.	3.	4.	5.								6.				7.	8.	9.	
	Office Files	Card-Size	Odd-Size	Ref Mater	Compt Tapes	Audio Tapes	Video Tapes	Disc Packs	WPMag Tapes	WPMag Cards	5*Mag Disks	8*Mag Disks	Paper Tapes	16mm Reels	35mm Reels	Apert Cards	Micro fiche	1984 Total	1983 Total	Differ 83/84
30 ONDA	297	3	11	163			17					1		1				493	400	+94
32 ON	2,390		48	2,689	174	61	321	33				157			37	1	4	5,915	5,459	+456
35 ON	2,930	125	235	1,113	14		56	4	3			10		1		6	10	4,507	4,724	-217
62 ONDA	2,189	6		3,389	8,533	6	84	355				1					1	14,564	15,741	-1,177
1 ON	2,755	221	32	502			2	5			1	1		70			1	3,590	3,764	-174
21 ON	989	41		179										1			11	1,210	2,093	-883
30 ON	1,752	31	966	178	5	13	9										53	3,007	2,794	+213
31 ON	15,024	51	88	976	34	1,045	94	37			17	33		1			3	17,403	17,189	+214
11 ON	2,989	134	296	6,731	10	578	396	7	61	1	2	14		1			7	11,227	11,473	-246
32 ON	3,838	72	5	385	2	1	7	10				1		14			1	4,336	3,793	+543
82 ON	200			60			4											264	228	+36
1981 TOTAL	35,353	684	1,681	16,365	8,772	1,704	990	451	64	1	20	218		89	37	7	91	66,516	67,432	-916
1983 TOTAL	34,137	635	801	18,348	10,292	1,380	873	402	63	15	11	253		71	39	11	101	67,432		
Difference	+1,216	+49	+880	-1,983	-1,520	+324	+117	+49	+1	-14	+9	-35		+18	-2	-4	-10			

DDA  
ANNUAL REPORT OF RECORDS HOLDINGS  
Statistics for Magnetic and Microform Records  
For 1984

OPI OFFICE	5.									6.			
	Compt	Audio	Video	Disc	WPMag	WPMag	5"Mag	8"Mag	Paper	16mm	35mm	Apert	Micro
	Tapes	Tapes	Tapes	Packs	Tapes	Cards	Disks	Disks	Tapes	Reels	Reels	Cards	fiche
	( Number )				( Linear Feet )				( Number )		(Linear Feet )		
30 ODDA			120					2		51			
33 OC	1,221	1,211	2,253	66				382			1,984	7	25
35 OL	98		392	8	216			20		84		36	60
63 ODP	59,728	118	587	710			1	2					7
38 OF			16	10			5	2		5,910			6
34 OIS			8			2				114			63
39 OMS	35	258	50										318
31 OS	240	20,891	657	74			85	66		81			18
11 OTE	70	11,560	2,772	14	4,392	6	9	28		80			42
32 OP	14	20	49	20				2		1,200			6
83 EEO			29										
1984 TOTAL	61,406	34,058	6,933	902	4,608	8	100	504		7,520	1,984	43	545
1983 TOTAL	72,053	27,605	6,075	800	4,551	92	56	505		5,712	2,126	66	607
Difference	-10,647	+6,453	+858	+102	+57	-84	+44	-1		+1,808	-142	-23	-62

DDI  
ANNUAL REPORT OF RECORDS HOLDINGS  
For 1984  
(Figures Represent Cubic Feet of Records)

		1.	2.	3.	4.	5.								6.				7.	8.	9.	
DDI	OFFICE	Office Files	Card-Size	Odd-Size	Ref Mater	Compt Tapes	Audio Tapes	Video Tapes	Disc Packs	WPMag Tapes	WPMag Cards	5"Mag Disks	8"Mag Disks	Paper Tapes	16mm Reels	35mm Reels	Apert Cards	Micro fiche	1984 Total	1983 Total	Differ 83/84
29	ODDI	1,112	11		495	13			8			3							1,642	1,656	-14
13	ODI	4,556	13	1,292	2,289	42		3	4	1			40			1		25	8,266	8,358	-92
12	ODI	6,466	2,830	13,740	19,169	84	1	378	15			2	3		97	149	307	137	43,378	55,295	-11,917
27	OIA	1,118	523	1,019	519	3		4	5			2	18		6		45	11	3,273	4,490	-1,217
26	SOVA	5,110	10	20	1,910	1		1	3			2						16	7,073	7,895	-822
16	ODDI	980	29	775	1,518	27	26	183	8			3	2						3,551	2,947	+604
64	ODDI	4,717	178	1,291	1,300	961		9							6	1	6	30	8,499	7,840	+659
86	ALA	1,230	1	1	337							2						53	1,624	1,569	+55
87	NISA	1,002		28	373								36						1,439	1,369	+70
88	OIA	1,109	10	25	546														1,690	4,199	-2,509
89	DIA	1,348			965								66						2,379	1,950	+429
1984 TOTAL		28,748	3,605	18,191	29,421	1,131	27	578	43	1		14	165		109	151	358	272	82,814	97,568	-14,754
1983 TOTAL		31,292	2,978	18,708	42,257	943		364	22		2	11	28		92	142	369	360	97,568		
Difference		-2,544	+627	-517	-12,836	+188	+27	+214	+21	+1	-2	+3	+137		+17	+9	-11	-88	-14,754		



DDI  
ANNUAL REPORT OF RECORDS HOLDINGS  
Statistics for Magnetic and Microform Records  
For 1984

		5.								6.					
OPI	OFFICE	Compt	Audio	Video	Disc	WPMag	WPMag	5"Mag	8"Mag	Paper	16mm	35mm	Apert	Micro	
		Tapes	Tapes	Tapes	Packs	Tapes	Cards	Disks	Disks	Tapes	Reels	Reels	Cards	fiche	
	(	Number			)	(Linear Feet			)	(Number		(Linear Feet			)
29	ODDI	91			15			13							
13	OGI	293		21	7	50			80			59		149	
12	OCR	585	12	2,648	29			10	6		8,128	8,055	1,839	821	
27	OIA	21		28	10			10	36		499		267	68	
26	SOVA	6		10	6			10						96	
16	OCPAS	189	510	1,281	16			13	4		34			2	
64	OSWR	6,729		61							425	27	36	177	
86	ALA							12						315	
87	NESA								72						
88	OEA														
89	EURA								132						
1984	TOTAL	7,914	522	4,049	83	50		68	330		9,086	8,141	2,142	1,628	
1983	TOTAL	6,542		2,439	42	29	11	55	56		7,709	7,673	2,212	2,159	
Difference		+1,372	+522	+1,610	+41	+21	-11	+13	+274		+1,377	+468	-70	-531	

DDS&T  
ANNUAL REPORT OF RECORDS HOLDINGS  
For 1984  
(Figures Represent Cubic Feet of Records)

	1.	2.	3.	4.	5.										6.				7.	8.	9.
OPI OFFICE	Office	Card-	Odd-	Ref	Compt	Audio	Video	Disc	WPMag	WPMag	5*Mag	8*Mag	Paper	16mm	35mm	Apert	Micro	1984	1983	Differ	
	Files	Size	Size	Mater	Tapes	Tapes	Tapes	Packs	Tapes	Cards	Disks	Disks	Tapes	Reels	Reels	Cards	fiche	Total	Total	83/84	
60 O/DIRECT	382	3	10	166			2	2				1						566	426	+140	
61 OSO	3,860	15	93	955	446			36			1			11				3 5,420	4,712	+708	
66 OPD	825	9	60	1,423	133	12	45	16		2	1	5						9 2,540	2,340	+200	
65 OD&E/PL	4,827	9	101	1,288	1	5	14	24				2		2				1 6,273	6,330	-57	
OD&F/FO	1,337	100	1,051	9,326	2,032	22	395	15			1	41	1	40		56		41 14,458	13,966	+492	
19 NPIC	19,183	3,282	3,988	4,186	1,780	1	70	118			7	112		16	39	29		66 32,877	30,014	+2,863	
56 CTS	3,692	50	553	1,923	67	3	9	6	2			15		19	1			65 6,401	6,296	+105	
25 PRIS	1,326	67	184	10,713			35	2						20	22			8 12,377	12,196	+181	
1984 TOTAL	35,432	3,535	6,040	29,980	4,459	43	570	213	2	2	10	176	1	108	62	85		193 80,912	76,280	+4,632	
1983 TOTAL	31,305	1,413	12,586	25,954	3,768	16	337	150	1	4	118	113		139	62	58		256 76,280			
Difference	+5,855	+2,122	-6,546	+4,026	+691	+27	+233	+63	+1	-2	-108	+63	+1	-31	0	+27	-63	+4,632			

DDS&T  
ANNUAL REPORT OF RECORDS HOLDINGS  
Statistics for Magnetic and Microform Records  
For 1984

		5.								6.				
OPI	OFFICE	Compt	Audio	Video	Disc	WPMag	WPMag	5*Mag	8*Mag	Paper	16mm	35mm	Apert	Micro
		Tapes	Tapes	Tapes	Packs	Tapes	Cards	Disks	Disks	Tapes	Reels	Reels	Cards	fiche
		(Number)				(Linear Feet)				(Number)		(Linear Feet)		
60	O/DDS&T			14	4				2					
61	OSO	3,120			72			4			895			18
66	ORD	924	246	317	32		12	5	10					52
65	OD&E/PL	7	100	100	48				4		181			2
	OD&E/FO	14,223	438	2,767	29			4	82	65	3,370		335	247
19	NPIC	12,461	24	491	235			33	224		1,328	2,091	175	395
56	OTS	472	51	64	12		10		30		1,613	40		389
25	FBIS			245	4						1,650	1,165		45
1984	TOTAL	31,207	859	3,998	436		22	46	352	65	9,037	3,296	510	1,148
1983	TOTAL	26,379	324	2,358	300	72	26	590	225	19	11,640	3,339	346	1,537
Difference		+4,828	+535	+1,640	+136	-72	-4	-544	+127	+46	-2,603	-43	+164	-389

DDO  
ANNUAL REPORT OF RECORDS HOLDINGS  
For 1984  
(Figures Represent Cubic Feet of Records)

	1.	2.	3.	4.	5.								6.				7.	8.	9.	
DDO OFFICE	Office Files	Card-Size	Odd-Size	Ref Mater	Compt Tapes	Audio Tapes	Video Tapes	Disc Packs	WPMag Tapes	WPMag Cards	5*Mag Disks	8*Mag Disks	Paper Tapes	16mm Reels	35mm Reels	Apert Cards	Micro fiche	1984 Total	1983 Total	Differ
1984 TOTAL	24,840	315	169		74	101	133	108	4	2	4	12		110	29		153	26,053	26,326	-272
1983 TOTAL	24,840	315	169		74	101	133	108	4	2	4	12		110	29		153	26,054	26,326	-272
1983 TOTAL	25,162	414	118		69	104	84	76	1	2	4	12		139	33		109	26,326		
Difference	-322	-117	+51		+5	-3	+49	+32	+3	0	0	0		-29	-4		+44	-272		

DDO  
ANNUAL REPORT OF RECORDS HOLDINGS  
Statistics for Magnetic and Microform Records  
For 1984

	5.									6.			
<u>OPI OFFICE</u>	Compt	Audio	Video	Disc	WPMag	WPMag	5*Mag	8*Mag	Paper	16mm	35mm	Apert	Micro
	Tapes	Tapes	Tapes	Packs	Tapes	Cards	Disks	Disks	Tapes	Reels	Reels	Cards	fiche
	( Number )				( Linear Feet )				( Number )		( Linear Feet )		

DDO/RMO													
1984 TOTAL	515	2,010	932	216	258	12	22	24		9,270	1,555		919
1983 TOTAL	484	2,080	589	151	64	13	19	24		11,669	1,805		654
Difference	+31	-70	+343	+65	+194	-1	+3	0		-2,399	-250		+265